Development Process – Commercial REMODEL

1. Planning Phase
   (785) 368-3728
   Contact Planning staff to determine if proposed use meets zoning approvals.
   If YES go to Building Permit Phase
   If NO go to Step 2 of Planning Phase under “New Construction” flow chart

2. Building Permit Phase
   (785) 368-3704
   Building Permit Application & Review
   Pre-App Meeting
   Consult with Development Services staff to determine any required building, fire, or trade permits due to change of use or modifications on site
   Application
   Design professional submits complete application/fees for required permit
   Review
   Plans are reviewed for compliance with following standards:
   - Building Code
   - Trade Codes
     - Mechanical
     - Plumbing
     - Electrical
   - Fire Prevention
   - Comments and revisions are sent back to design professional
   - Design professional makes any necessary revisions and resolves issues
   Building Permit Issuance
   - The applicant is notified the permit is approved and ready for pick-up upon payment of remaining fees
   - Schedule pre-construction meeting
   - Create trade permits
   - All contractors must be licensed to work within the City of Topeka

3. Construction Phase
   (785) 368-3905
   Inspections & Certificate of Occupancy
   - Contractor calls in for inspections during construction including Building, Fire, and Trades (mechanical, electrical, & plumbing)
   - Upon final inspection by all reviewing agencies, building official issues certificate of occupancy (CO)

2-week average

City of Topeka Planning Department
www.topeka.org/planning